



PHOTOGRAPHIC IMAGES & RECORDINGS

Introduction

It is important that Echo Youth Theatre members celebrate their achievements and have photographs and films of their special moments. Family and friends also want to be able to share their successes. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if company volunteers, our members and parents are aware of the potential risks and dangers and put appropriate measures in place.

Risk Factors

Some of the potential risks of photography and filming at events include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

Policy

This policy covers the taking and subsequent use of images of Echo Youth Theatre members by, or on behalf of, Echo Youth Theatre. This includes images that are going to be used in our publications, websites and on social networking sites.

This policy is also to help children, young people, parents and volunteers to understand how photographs can be shared more safely.

Echo Youth Theatre will follow these principles:

- We will not use young people's names in photograph captions on our website or social media platforms.
- We will obtain written parental permission for a child to be photographed and videoed as part of the young person's membership of Echo Youth Theatre.
- We will obtain the young person's consent prior to taking photographs or video at an event and inform them how the media will be used.
- We will only use images of children in suitable clothing.
- We will not allow members of the press or photographers unsupervised access to children
- We will not approve, use or be responsible for photography or recordings made outside of events organised by Echo Youth Theatre or at a young person's home.

Images and Recording made by Parents or Members

Echo Youth Theatre cannot be responsible for any images or recordings made by our members or parents at our events or activities. However, the following rules apply and are part of our Members Code of Conduct:

- Any recording of licensed material is strictly forbidden and where the company is performing licensed work, it will be made clear that no video recording is permitted.
- Members are not permitted to take photographs, unless they have sought permission from the event organiser.
- Members are not to engage in any photography or recording of other members without the other person's express permission
- Any inappropriate images or recordings made during Echo Youth Theatre events, that breach our own Code of Conduct or which could be deemed unlawful, will be confiscated at the time of the event by the event organiser and appropriate action taken.

Parents, carers and family members supporting Echo Youth theatre events are requested to comply with the principles above.

Members, parents, carers and family members who are permitted to take photographs at Echo Youth Theatre events are not to share any images or recordings on social media without the express permission of one of the company directors.

Seeking Consent

Echo Youth Theatre members will always be consulted about the use of their photograph and told what the picture is going to be used for at the time the photographs or video is taken.

For young people under 16, written parental consent will be obtained to use an image for promotional purposes.

Storing Images Securely

Any images or video recordings of our members taken by, or on behalf of, Echo Youth Theatre will be kept securely.

Images will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones. If unencrypted or mobile devices are used to take the images, the images will be uploaded to a secure storage site promptly and deleted from the device.

Where it is necessary to store photographs to identify children and adults for official purposes, such as identity cards, Echo Youth Theatre will ensure that we comply with the legal requirements under the Data Protection Act for handling personal information.

Echo Youth Theatre will ensure that all images used on our website comply with this policy and the website will be monitored regularly to ensure compliance.